

**Position Announcement**

**December 2017**

**Position:** Practical Nursing Instructor

**Application Deadline:** Open Until Filled

**Employment Status:** Full-Time

**Position Summary:**

Under general supervision, provides instruction to students in the classroom and lab settings, prepares external accrediting application, procures program equipment and supplies, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students’ progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum as well as other Allied Health courses as assigned.  Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures.  Follows approved course syllabus.  Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students’ instructional programs and other issues.  Evaluates student progress in attaining goals and objectives.  Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties.  Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards.  Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.  Position may involve teaching traditional day and/or evening classes or online classes and will require travel to the clinical sites.

**Projected Work Hours / Location:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Actual work hours will be adjusted to accommodate clinical settings needs. Position will be located at the Milledgeville campus with possible travel to assigned clinical sites and other college campus locations and other travel as needed.

**Minimum Qualifications:**

* BSN degree from a regionally accredited institution.
* Minimum of three (3) years documented licensed nursing practice.
* Current Georgia RN licensure in good standing.

**Preferred Qualifications, in addition to minimum qualifications:**

* MSN degree from a regionally accredited institution.
* Current work experience as RN and hospital/nursing home experience.
* Basic Life Support (BLS) Certification.
* Teaching experience in postsecondary education.

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| **Salary / Benefits:** Target salary is $50,004 annual gross. Actual salary determined by candidate's highest qualifying degree level and related work experience. This is a 12-month position and is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).  |

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700. **All applicants are subject to the following applicable pre-employment screenings:**

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| Criminal History Records  | Motor Vehicle Records  |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records  | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

**All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.**